



Mpumalanga Department of Education

Gekombineerde Skool Ogies

EMALAHLENI 2

NKANGALA

The School Safety & Security Policy

Table of contents

| | |
|--|----------|
| <i>Policy adoption date</i> | 3 |
| 1. Purpose | 4 |
| 2. Safety and Security Committee | ----- |
| 3. Important emergency numbers | ----- |
| 4. Hazards on school premises | ----- |
| 5. Hazards in the school surroundings | ----- |
| 6. First aid | ----- |
| 7. Fire | ----- |
| 8. Security | ----- |
| 8.1. Access | ----- |
| 8.2. Prohibition | ----- |
| 8.3. Crime prevention | ----- |
| 8.4. Searches | ----- |
| 8.5. Securing the school premises | ----- |
| 9. School map and directions | ----- |
| 10. Recording of incidents | ----- |
| 11. Disclaimer | ----- |
| 12. Policy review | ----- |
| 13. Policy effective date | ----- |
| 14. Conclusion | ----- |

The Safety and Security Policy

1. Purpose

This policy seeks to ensure that a safe and secure environment for learners, staff, and visitors to the school exists at all times. It also identifies possible hazards at the school and to minimise the risks they pose. The Policy has been developed in line with, and takes note of, the Risk Management Policy of the school.

2. Safety & Security Committee

- a. The SGB shall establish a Safety and Security Committee (SSC) of the school.
- b. The SSC shall be chaired by a member of the SGB.
- c. The SSC shall have its meetings as follows:
Once every 6 months
- d. The following shall be the duties of the SSC:
 1. To ensure the safety of the learners, teachers, parents and workers
 2. To ensure the safety of visiting school teachers, parents and learners
 3. To ensure the property of the school is safe, even during school holidays

3. Important emergency numbers

- a. Ambulance services: 10177
- b. Police: 013 643 1111

These numbers shall be displayed at the following strategic points in the school:

1. Office
2. On the emergency plan

4. Hazards on school premises

- a. Hazards are identified on the school premises and the subsequent actions identified to address or minimise their risks:
 - b. Relevant warning sign will be put in places where they will be clearly visible to everyone approaching hazardous or dangerous zones in the school:
-

5. Hazards in the school surroundings

- a. The school commits itself to ensuring that the surroundings around the school is, to a certain extent, safe for learners, staff and any other people coming to the school.
- b. The following hazards have been identified in the immediate surroundings of the school. The subsequent actions have been put in place to minimise the risks and dangers posed by the hazards.

6. First aid

- a. The school shall ensure that at least, two staff members are trained as First Aid Officers.
- b. The following steps shall be taken in the event of an injury in the school premises:
 1. Immediately help the injured person (Inform the principal)
 2. Secretary to phone parents
 3. Phone emergency services when necessary
 4. Fill in incident report
- c. The school shall keep a stocked first aid kit in the school. The kit shall, at all times, contain the following items:
 1. All required standard emergency items
- d. The first aid kit(s) shall be located as follows:
 1. The school office
- e. The following precautionary measures shall be taken into account when assisting/dealing with a bloodletting injury:
 1. Gloves
 2. Cleaning of spilled blood
 3. Exposure of gloves containing blood

7. Fire

- a. The following measures shall be put in place and precautions taken to minimise the risk of fire in the school:
 1. Placement of fire extinguishers at strategic spots
 2. Servicing of fire extinguishers
 3. Fire extinguishing teams
- b. The following procedures shall be followed in the event of fire or other similar emergency situations that warrant evacuation from the school buildings.
See emergency plan
- c. The following has been identified as the school's assembly point(s) in the event of an emergency situation and shall be marked as such:

1. The rugby field
- d. A register of learners shall be taken at the assembly point and the following procedure shall be followed when taking the register:
See emergency plan
- e. Emergency evacuation drills shall be practiced as follows:
Every 6 months
- f. Following fire fighter equipment shall be available in the school and located in the specified areas: Look at school plan

8. Security

8.1. Access

- a. The following procedure shall apply to all visitors entering the school premises:
 1. Report to the office and sign in
- b. The following procedure shall be followed in case of an unauthorised trespasser happens to be found in the school premises:
 1. Address the person

8.2. Prohibition

- a. Learners are prohibited from carrying the following in the school premises:
 1. Weapons
 2. Any sharp object
- b. Educators and other staff members are prohibited to carry or bring along the following to school:
 1. Weapons
 2. Any sharp objects
- c. Visitors will not be allowed to bring into the school premises any of the following items:
 1. Weapons
 2. Any sharp objects

8.3. Crime prevention

- a. The school has developed the following mechanisms/strategies to prevent crime in the school premises (e.g. adopt a cop):
 1. Alarm system
 2. Palisades
 3. Lock gates
 4. Burglar proofing

- b. The school shall use the following procedures and strategies to secure the assistance and participation of the surrounding community in protecting the school premises:
 - 1. Police
 - 2. Security company
- c. The following measures shall be put in place to ensure the safety and security of learners when travelling to and from the school:
Bus road worthy, driver with valid driver's licence,
- d. In the event of a crime being committed, the following procedure shall be followed:
 - 1. Report to police
 - 2. Report to Department of Education
 - 3. Report to the Governing Body
 - 4. Get case number and quotations
 - 5. Claim against insurance
 - 6. Report from Security Company

8.4. Searches

- a. The school may from time to time conduct random searches of learners in the case where such a need arises. The searching of learners shall be carried out with the observance of the following guiding principles:
 - 1. Ladies will search the girls
 - 2. A man will search the boys
 - 3. The child's person will not be affected

8.5. Securing the school premises

- a. The school shall employ the following systems to secure its buildings and premises:
 - 1. In the case of robbery the police will be informed and requested to search the school premises
 - 2. The principal and teachers will search the premises in case of the police not being able to attend to the scene immediately

9. School map and directions

- a. The school shall put ground view maps at strategic locations indicating the emergency exit routes, assembly points, location of first aid kits,
- b. A block directions map shall also be put at the main entrance of the school to direct visitors to the school.

- c. Direction signs will be put to show the whereabouts of and the directions to the school. The following places have been identified as strategic points where the directional road signs shall be put: Office block

Recording of incidents

The school shall keep an incidents book in the principal's office.

10. Disclaimer

The following is a disclaimer of the school regarding the safety of any person who enters the premises of the school:

11. Policy review

The policy shall be reviewed every 3 years.

12. Policy effective date

This Policy becomes effective as from the date when it is adopted and signed into effect by the Chairperson of the SGB, Secretary of the SGB and the Principal of the school.

13. Conclusion

The school safety and security policy protects all those who come into the premises of the school especially the learners, educators and staff who come to the school every day. The policy also provides for the procedures necessary to be followed in the case of emergencies that may arise in the school. It is clear from this policy that the school is highly conscious of the safety of the learners, educators and visitors to coming to the school.